

MUSTER REPORT  
4ND-GEN-1080/1

DATA	OFFICER	ENLISTED
COMPLEMENT ON PREVIOUS DAY		
NUMBER ON PERMANENT DUTY		
NUMBER ON TEMPORARY DUTY		
NUMBER ON TEMPORARY ADDITIONAL DUTY		
TOTAL COMPLEMENT		
NUMBER ABOARD		
NUMBER ON LIBERTY		
NUMBER ON LEAVE		
NUMBER AOL - AWOL		
NUMBER IN STATION SICK BAY		
NUMBER TEMP. DETACHED ORDERS		
MISCELLANEOUS		
TOTAL COMPLEMENT		

ABSENTEE REPORT

RANK OR RATE	NAME	REASON	DATE	ABSENT (NAVY TIME)

RECORD OF PERSONNEL TRANSFER

RANK OR RATE	NAME	SERIAL NO.	RECD. FROM/TRANSFERRED TO

DEPARTMENT - CODE	OFFICER IN CHARGE
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NEGOTIATED (FOR AWARDS UNDER \$1,000)

RECEIVED	DATE PURCHASED		REQUISITION	BUERAU	ORDER NUMBER
	OBJ. CLASS	EXP. ACCT.	APPROPRIATION	PROJECT ORDER OR ALLOTMENT	
ABSTRACT	JOB ORDER		STUB		

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PHONE NO.

ITEM NO.	QTY.	UNIT	TOTAL		QTY.	UNIT	TOTAL		QTY.	UNIT	TOTAL	
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												
11.												
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13.												
14.												
15.												
16.												
17.												
18.												
19.												
20.												
21.												
22.												
23.												

TOTAL ITEMS

RECEIVED

QUOTATION

INSPECTION

INSPECTION

POINT

TRANSPORTATION TO BE ADDED TO INVOICE

YES  NO

AUTHORITY

DESCRIPTIONS OR REMARKS